FOURTH SHIFT DAY

The beach-heads for today's assault are: (1) Your Day Project, and (2)Review for Mid-comp P P test. *

*"Tests and exams are the splinters in the otherwise smoothe-sliding bannister of the liberal arts education."
K. Booster, East Ipswitch Nebraska State College

I. Program Procedure
1. Complete WYBC chain of command; understanding of interrelated functions; name and position of significant WYBC bueaucracy.; general duties of each position-holder(Emphasize the ways in which the station depends on these men in order to runproperly, and the distinctioms between a good position-holder in each office and a mediocre one.)
2. All duties of all execs (from by-laws) plus evaluative statements of "What mmkes a good business manager, vice chairman, etc." (Include organization and farsightedness as well as efficiency and performance.)
3. Review(with open questions) for big p p test.

II. Engineering
1. Today's theme - Administrative Engineering,i.e. :
22. The proper procedur e for checking out, gently handling caring for, and returnimg all mikes and recorders, includdng 351's.
3. Policy on tape supply,; what to do with tapes you want to save; bulking ; editing; etc.
4. Reviewo of all three control rooms.

III. Especially good work on project , quiz , and conference.

As General Pickett (CSA) said to his ragged Confederate troups as they reached the huge chestnut tree midfield in their march toward the Unnn lines intrenched some three hundred yards away;

"We's halfway thar, boys , and we's still rollin'."

(Confederate casualties-2176)

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SECOND SHIFT DAY: FEBRUARY 16-21.

Program:

Programming for thee ntire week.
Special programs: broadcast times; content; who produces them.
Station switch procedure.
Sunday programming: special emphasis to nature of these shows and why put on Sunday.
Personnel for prestige shows: Dust, Mat, ATB, Retch, POP, CxR.

Engineering:

Basic engineering in both control rooms.
CRI cold!: pathcboard; announcer controls; power switches; earphone, cue, and talkback gain pots; bus patches tel lines; color coding on patch board; basics, in general.
Plus, when these are grasped: use of the second channel (makesure they understand this!); difference between break and bridge patches; Air cue; line cue; monitor; audition; all different ways of cueing in preparation for Saturday broadcasting.
In short, everything should be known now except remote procedure.

Review anything unclear on business.

Meetings and a quiz.

KBR
Vice-Chairman.

DO NOT FOLD, BEND, WRINKLE, TEAR, RIP, REND, DEFECATE UPON, LOSE, DESTROY, MUTILATE, OR REMOVE THIS SHEET OR TOLL WILL BE CHARGED FROM FARTHEST POINT.

KBR
WYBC Toll Collector

SIXTH SHIFT DAY: APRIL 15-19

I. Program

A. Constitution: non-profit status; incorporated under Conn. State Law
B. Board of Governors: legal status; who they are; election
C. Review of By-laws: process of amendment; elections; voting rights; quorum

II. Engineering

A. Review ofremotes and remote procedure:
   Remote talkback procedure
   Comp. amp.
   Calling in
   Timing
   Remote units
B. Complete FM sign on and sign off:
   Setting of CR for sign on
   Readings; logs

KBR
Vice-Chairman

THIRD SHIFT DAY: FEBRUARY 23-28

Program:

Reminder to read general board, executive committee meeting, and board of governors meeting minutes as well as supe reports.
Mostly review: of programming; logs (from Thursday nite meetng); tell who to contact if continuity is missing.
Program guide.
One more shift day till half-way PP test. Keep heads up.

Engineering:

Complete review of both control rooms.
How to take transmitter readings and explian signing and keeping of these logs.
Review pots that control cue, earphones, and talkback.
Small patchboard at backwall of CRII.
One more shift day till half-way Engineering test.

Heelers should be thinking about projects.

KBR
Vice-Chairman

Live and let live.

KBR
WYBC Humane Society